



RECORDS

Retirement! Reference! Recycling (Disposition)!

The 3Rs of Basic Records Management

This training is an exercise-based class that helps participants develop the knowledge and skills to fulfill their records management responsibilities and improve office efficiency.

FREE
TRAINING

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Topics covered include:

- ♦ Applying agency records schedules and the General Records Schedule;
- ♦ Determining what records should be transferred to the records center;
- ♦ Proper completion of the Standard Form 135 (SF135), Records Transmittal and Receipt Form, and the Optional Form 11 (OF11), Reference Request-Federal Records, and the Notice of Eligibility for Disposal (NA Form 13001).

FREE! FREE! FREE! FREE! FREE! FREE! FREE!

FY07 Schedule:

Date	Location
December 13, 2006	Waltham MA
March 21, 2007	Waltham MA
June 20, 2007	Worcester MA
August 22, 2007	Waltham MA

To register for classes please contact Kathleen O'Connor via e-mail:

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"Ready access to essential evidence"

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